

Meeting Date
August 23, 2016



AGENDA	
Section	Consent
Item No.	A. C. 1.

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of Task Order No. 4 with HDR, Inc.: South Patrick Drive Force Main Replacement (District 4) (Fiscal Impact: \$167,888.00)
DEPT/OFFICE:	Central Services/Purchasing Services on behalf of Utility Services

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the Chairman to execute Task Order No. 4 with HDR, Inc. for necessary engineering and construction assistance services associated with the South Patrick Drive Force Main Replacement and authorize any associated budgetary changes.

Summary Explanation & Background:

The County has identified the need to rehabilitate or replace certain wastewater facilities identified as the South Patrick Drive Force Main Replacement. The limits of the project are from Desoto Parkway to Banana River Drive in Indian Harbour Beach.

The scope includes replacement of the 20" and the 24" PVC force main with 20" and 24" ductile iron pipe (DIP). The scope also includes reconnection of the force main from lift station B-20, as well as the three smaller force mains that connect to the existing force main on S. Patrick Drive.

This force main has experienced intermittent failures and is in need of replacement.

Funds are available for these projects in Fund 4150 – Utility Capital Reserves.

Contact: Teresa Camarata, Central Services Director, 321-617-7390, Teresa.camarata@brevardfl.gov
 Jim Helmer, Utility Services Director, 321-633-2091, Jim.helmer@brevardfl.gov

Clerk to the Board Instructions: Please call Utility Services to pick-up two originals after execution. Rose Lyons 633-2091 (Retain 1 copy for Clerk's Records). Non-original copy to Central Services.

Exhibits Attached: 3 Originals – Task Order #4 – HDR, Inc.

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager		Assistant County Manager, Frank Abbate					
Stockton Whitten		Assistant County Manager, Venetta Valdengo		Teresa Camarata, Central Services Director / x55492			
				Jim Helmer, Utility Services Director / x52091			



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

August 24, 2016

MEMORANDUM

TO: Teresa Camarata, Central Services Director

RE: Item II.C.1., Approval of Task Order No. 4 with HDR, Inc. for South Patrick Drive Force Main Replacement

The Board of County Commissioners, in regular session on August 23, 2016, executed Task Order No. 4 with HDR, Inc., for necessary engineering and construction assistance services associated with the South Patrick Drive Force Main Replacement; and authorized any associated budgetary changes. Enclosed are two fully-executed Task Orders No. 4.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cm

Encls. (2)

cc: Utility Services Director
Contracts Administration
Finance
Budget

TASK ORDER NO. 4
HDR, Inc.
South Patrick Drive Force Main Replacement

Brevard County Project No. TBD

THIS TASK ORDER is made and entered into by and between the Board of County Commissioners of Brevard County, Florida, hereinafter referred to as "County" and, HDR, Inc., hereinafter referred to as "Consultant", consistent with the terms of the Master Agreement between the County and Consultant;

WHEREAS, the Master Agreement between the County and Consultant provides that requirements for professional services are to be set forth in tasks orders;

IT IS AGREED as follows:

Section A. BACKGROUND AND INTENT

The County has identified the need to rehabilitate or replace certain wastewater facilities identified as the South Patrick Drive Force Main Replacement. The limits of the project are from Desoto Parkway to Banana River Drive. The scope includes replacement of 20" and 24" PVC force main with 20" and 24" ductile iron pipe (DIP). The scope also includes re-connection of the force main from LS B-20, as well as the three smaller force mains that connect to the existing force main on S. Patrick Drive. In addition, the project will include the design of horizontal direction drills under two different canal locations. The intent of this task order is for the Consultant to evaluate the existing condition of the facilities, recommend to the County certain improvements to be made to the facilities, coordinate the design of those improvements with the County, prepare bid documents, provide bidding assistance and construction administration services for those improvements, and assist with the close-out of the project upon completion of construction.

The expectation of the County is, and it is acknowledged by the Consultant, that the Consultant will coordinate with the County staff prior to submitting this task order to become familiar with the project requirements in a general way, view the site, and determine the scope of available documentation and resources.

Section B. PROJECT REPRESENTATIVES

For Brevard County Utility Services:

Mark W. Reagan, JD, PE
321-633-2089
Mark.Reagan@brevardcounty.us

For Consultant:

Heath E. Hardy, PE
850-429-8925
Heath.Hardy@hdrinc.com

Section C. SCOPE OF WORK

The Consultant will provide engineering, bidding, and construction services as follow:

Task 1 -- Preliminary Engineering

- a) Collect and review available data from the County.
- b) Perform preliminary site visit to determine force main alignment options.
- c) Perform topographic surveys of the proposed force main corridor – surface and sub-surface. The horizontal and vertical locations of underground features shall be verified by excavation and exposure ("soft-digs"). Assume (16) sixteen VVH utility locations required. Cost for VVH locations will be billed as time and materials.
- d) Develop a preliminary opinion of whether to anticipate environmental impacts.
- e) Prepare conceptual force main alignment plans for County review.
- f) Attend a preliminary design review meeting after Tasks 1a) through 1d) are completed.

Task 2 – 60% Design

- a) Perform a geotechnical evaluation of the site.
- b) Prepare force main design drawings and specifications consistent with County standard criteria.
- c) Prepare 60% design documents including cover sheet, general legend/abbreviations sheet, general notes sheet, key sheet, (6) six plan and profile sheets (1':30' Horizontal Scale), (5) five standard construction detail sheets, and opinion of probable cost.
- d) Attend a 60% design review meeting at County Offices.

Task 3 – 90% Design

- a) Prepare 90% design documents, including technical specifications and incorporating comments from the 60% design review.

Task 4 – Permitting

- a) Prepare Permit Applications and Exhibits for the County to submit to regulatory agencies. Prepare responses to Requests for Additional Information (RAI). One RAI is anticipated for each application. The following permits are required:
 - a. FDOT Utility Permit
 - b. FDEP General Permit for Construction of Wastewater Transmission Lines
 - c. Two FDEP Environmental Resource Permits (One for Each Canal Crossing)
 - d. Two USACE Regional General Permits for Sub-Aqueous Utility Crossings (One for Each Canal Crossing)

Task 5 – Final Design

- a) Submit final design drawings and specifications incorporating comments from the 90% design review and permitting agency comments.
- b) Submit an engineer's opinion of probable cost with the final design submittal.

Task 6 – Bidding Assistance

- a) Prepare bid documents per County standards. The County will provide MS Word files of Divisions 0 and 1 specifications for modification by the Consultant.
- b) Compile electronic files of bid documents in PDF format with Division 0 and 1 specifications in MS Word format.
- c) Attend the pre-bid meeting at County Offices.
- d) Prepare answers to bidder questions for the County to use in preparation and distribution of bid addenda.
- e) Review bids and investigate bidder qualifications.
- f) Prepare a written recommendation for award of the construction contract.

Task 7 – Construction Support Services

- a) Attend and facilitate pre-construction meeting at County Offices.

- b) Submit two sets of signed and sealed construction drawings (22"x34") and one set of specifications marked "For Construction".
- c) Review and approve shop drawings.
- d) Answer Contractor questions and requests for information (RFI). Assume (5) five RFI's.
- e) Provide field inspections at critical points in the construction. Six total inspections are anticipated; two general field inspections, two inspections for directional bore crossings, one pressure testing inspection, and one final inspection.
- f) Provide field directives to Contractor.
- g) Review and approve Contractor pay requests monthly. Assume (6) six Pay Requests.
- h) Review and approve Contractor change order requests. Assume (3) three change-order requests.
- i) Determine substantial completion.
- j) Review Asbuilt drawings provided by the Contractor, and prepare and submit final record drawings to the County.
- k) Coordinate execution of final paperwork to close out the project.
- l) Prepare FDEP and FDOT certificates of completion for the County to submit to permitting agencies.

Section D. COORDINATION

The Consultant will coordinate the design with the County Staff members listed below as appropriate.

Function	Name	Email	Phone
Safety	Mike Malavolta	Mike.Malavolta@brevardcounty.us	321-633-2093
Operations Mgr.	Brian Sorensen	Brian.Sorensen@brevardcounty.us	321-633-2093
Area Operations	Phil Bissett	Phillip.Bissett@brevardcounty.us	321-952-4549
Construction	Craig Helpling	Craig.Helpling@brevardcounty.us	321-633-2089
Engineering	Don Kean	don.kean@brevardcounty.us	321-633-2089

Section E. COUNTY'S RESPONSIBILITY

The following shall be provided by the County in order to assist in the completion of the Consultant's tasks:

- a) Reasonable access to the site.
- b) Reasonable access to operations, maintenance, and engineering staff.
- c) AutoCAD drawings of County design standards.
- d) Copies of available record drawings.
- e) Copies of available design and construction documents.
- f) Copies of available operating reports and maintenance records.
- g) MS Word template for Division 0 and 1 specifications.
- h) Advertisement and distribution of bid packages.
- i) Submittal of permit applications prepared by the Consultant.
- j) Payment of permit fees.
- k) Coordination with other County offices and federal and state regulatory agencies.
- l) Coordination with construction contractor for connection to existing force main.
- m) Day-to-day observation of construction and coordination with Consultant.

Section F. CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

- a) Environmental services related to unknown threatened and endangered species, wetlands, or regulated solid wastes encountered on the site.
- b) Services related to acquisition of real property, easements, or rights-of way.

Section G. DELIVERABLES

The following results shall be delivered by the Consultant:
All deliverables shall be provided only in electronic PDF format unless otherwise noted.

Generally –

- a) Monthly activity reports.
- b) Meeting minutes from meetings and conferences with County staff and regulatory agencies.
- c) Timely invoices concurrent with the work.

Task 1 -- Preliminary Design

- a) Boundary and topographic survey with geographic positions or State Plane Coordinates and a permanent benchmark on NAVD88 datum.
- b) Preliminary force main alignment plans.

Task 2 – 60% Design

- a) Sixty percent design drawings.
- b) Results of geotechnical survey.
- c) Engineer's opinion of probable cost.

Task 3 – 90% Design

- a) Ninety percent design drawings and technical specifications.

Task 4 – Permitting

- a) Permit applications (Provide in PDF and hard copies as required)
 - a. FDOT Utility Permit
 - b. FDEP General WW Transmission Line
 - c. FDEP ERP
 - d. USACE General Permit

Task 5 – Final Design

- a) Final design drawings in PDF and AutoCAD format with X-refs and plot styles and technical specifications in PDF format.
- b) Engineer's opinion of probably cost.

Task 6 -- Bidding Assistance

- a) Specification Divisions 0 and 1 in PDF and MS Word format.
- b) Answers to bidder's questions as applicable.
- c) Written recommendation for award of the construction contract.

Task 7 -- Construction Support Services

- a) Approved shop drawings (two sets).
- b) Two hard copies of signed and sealed, full size (22"x34") final drawings marked "For Construction".
- c) One hard copy of signed and sealed final design specifications marked "For Construction".
- d) Responses to RFI's (Assume five).
- e) Respond and Prepare Change-Orders (Assume two).
- f) Review and Approve Contractor Pay Requests (Assume six).
- g) Record drawings (as-builts) in PDF format and AutoCAD format with X-refs and plot styles with geographic positions or State Plane Coordinates a permanent benchmark on NAVD88 datum.

h) Certificates of Completion from Permitting Agencies (one hard copy and one PDF of each).

Section H. SCHEDULE

Milestone	Calendar Days to Complete	Sum of Days from NTP
Preliminary design (Mobilization, data collection, site visit, survey, preliminary alignment plans)	50	50
County review of preliminary design	14	64
60% design	30	94
County review of 60% design	14	108
90% design (Including permit applications)	30	138
County review of 90% design	14	152
Final design (100% plans and specifications including Divisions 0 and 1)	14	166
County review of final documents	7	173
Engineering completed	7	180

NOTE: The County may suspend the Consultant's schedule for real estate acquisition, environmental remediation, coordination with other projects, or unforeseen circumstances causing delay.

Section I. BASIS OF COMPENSATION

The fee for the scope of work described in Section C, above, shall not exceed a total of \$167,888.00 and shall not exceed the amounts shown in the table below for each specific task. The County shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task.

Section J. ACCEPTANCE

IN WITNESS WHEREOF, this 3 day of August, 2016.

ATTEST:



A handwritten signature in blue ink, appearing to read "Scott Ellis", is written over a faint circular official seal.

Scott Ellis, Clerk

For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By: 

Jim Barfield, Chairman

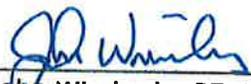
As approved by the Board on 8-23-2016

WITNESS:



A handwritten signature in blue ink, appearing to read "Alicia Stephens", is written over a horizontal line.

For: HDR, Inc.

By: 

John Wimberly, PE, Vice President

Task	Description	Fee
1	Preliminary Design	\$15,690
2	60% Design	\$18,875
3	90% Design	\$15,520
4	Permitting	\$18,800
5	Final Design	\$9,750
6	Bidding Assistance	\$6,060
7	Construction Support Services	\$18,630
8	Survey/Geotechnical	\$64,563
--	Total	\$167,888